

MINUTES
CITY OF LEWISVILLE REGULAR CITY COUNCIL MEETING
Wednesday, April 12, 2023
Lewisville Community Center, 3451 E 480 N, Lewisville, Idaho

The meeting was called to order by Mayor Thomas at 7:07 p.m. at the Lewisville Community Center at 3451 E 480 N, Lewisville, Idaho. Present were Mayor Curtis S. Thomas; Council Members James Ball, Blake Ball and Celena Lewis; Clerk/Treasurer, Donetta Fife; City Attorney, Kris Meek; Officer Mike Miller from the Jefferson County Sheriff's Department; non-residents and residents.

ROLL CALL:

- Mayor Thomas – present
- James Ball -- present
- Celena Lewis -- present
- Brigham Briggs – not present
- Blake Ball – present

PLEDGE OF ALLEGIANCE – Mayor Thomas

MINUTES:

- Minutes for the City Council Meeting held March 8, 2023 had previously been distributed by the Clerk. James moved that the Minutes be approved, Celena seconded, motion passed.

POLICE REPORT

- Officer Miller from the Jefferson County Sheriff's Department reviewed the Sheriff's Report between March 4, 2023 and March 31, 2023. 123 hours were logged within the City, 2 calls for service, no arrests, no citations and 8 traffic contacts. One VIN inspection and one suspicious person. Everything in the County was extremely quiet this month, probably due to weather conditions.

OTHER:

- Linda Wolcott indicated that the Easter egg hunt had gone extremely well. People were pleased that age groups were conducted separately. The total amount available for the hunt was \$772. Total expenditures were \$734.18 and the remaining money was donated back into the fund. We also received \$170 in donations to be added to the fund for next year. The Council expressed appreciation to Linda for her service to the community.
- Meredith was informed today that the library project has passed initial approval to apply for the Library grant and we are authorized to submit a full grant application for the library construction. The architect indicated that very few modifications would need to be made to the plans we drawn up in 2019 in order to submit them.
- AIC Spring Training was held on April 11, 2023 at Residence Inn in Idaho Falls. Those in attendance received updates on legislation from the newly closed congressional session as well as information on budgeting, property tax and mental health of the City's employees.

MAINTENANCE REPORT:

- The clutch on the tractor is going out and the tractor is in the shop for evaluation.

CITY ATTORNEY:

- With the non-passage of legislation affecting the AOI's for Jefferson County, Kris will be able to move forward with negotiations with the County. He advised the City that they need to identify the area of impact they are negotiating. The City also needs to complete Exhibit C to set forth items they would like the County to enforce in the impact area.

CLERK/TREASURER:

- Donetta presented a list of all bills between March 9, 2022 and April 12, 2023. James moved that the bills be paid, Celena seconded, motion passed.
- Donetta read from an e-mail from ICRMP with regard to liability coverage of volunteers working for the City. The volunteer will need to be working under City direction the same as employees and not just claim that they are covered because they are doing self-appointed volunteer work for the City. Anyone receiving a 1099 is not covered as a volunteer.
- Dave Fletcher, as a volunteer, would like to have a written agreement with the City outlining his scope of work. Kris indicated that he should also sign a confidentiality agreement with the City. Kris will contact him and draw up that agreement.
- Donetta is working on the ARPA annual report which is due April 30, 2023.
- Cyber-security training videos are available on the ICRMP website. Donetta will send invitations to City officials where they can receive cyber-security training.
- Donetta sent copies of the 2023 FY 2nd Quarter Treasurer's Report to the Mayor and Council for examination prior to the meeting. There were no questions. James moved that the 2023 2nd Quarter Treasurer's Report be accepted by the Council, Celena seconded, motion passed.
- The budget hearing date for FY 2024 was set for August 9, 2023 to be held in conjunction with the regular City Council meeting that month.
- All elected officials need to file a C-1 form on the Secretary of State's Website. Information has been e-mailed to those persons.
- An update was given on building permits currently active within the City. We receive a list of inspections performed on a monthly basis.
- Donetta suggested that the following temporary records dated prior to FY 2020 be removed from City archives and destroyed. A biennial audit has already been performed for FY 2020 and 2021 which would cover the above records.
 - Miscellaneous receipts for services and products
 - Building permits that have been finished or for which the time period lapsed for completing the project – not including government projects.
 - Community Center rental agreement
 - Monthly financial reports (not yearly reports)

James moved that the documents covered under the above list be removed from City archives and destroyed.

- With the Traffic Study grant work being completed this summer, the City needs to amend the FY 2023 Budget to show the income we received and the expenses we will need to pay. The date for the hearing on the amendment of the FY 2023 Budget was set for May 9, 2023 during the regular City Council meeting. Donetta will have notices published.

MAYOR REQUEST

- Mayor Thomas indicated that we are not currently a member of the Eastern Idaho Water Right Coalition. James moved that the City pay the membership fee of \$89.24 and become a member of the Coalition, Celena seconded, motion passed.

- Marvin Fielding of Keller & Associates will be accepting another job. Jaden Jackson of the same firm, who has also been working with the City, will now be handling the City's projects.
- The City of Lewisville was awarded a grant through LHTAC for signs within the City. The funds will be available in FY 2024 and after October 1, 2023. Kort Ware will work with the City on placement, etc.

COMMUNITY CENTER:

- As a council member, James has been in contact with Nelson Electric on the retrofit of LED lights in the Community Center and the Garage. Even though he is an employee of Nelson Electric, he did not participate in bidding or negotiations on this project. The grant money that we thought would help fund this project turned out to be minimal. Nelson Electric adjusted their bid in order to give the City the best price available. The bid was adjusted to \$4,323.07. This will be placed on the Agenda for May as an action item.
- Since James will be working out of town for a while, he has asked that he be relieved of duties in connection with the Community Center as well as president of the City Council. He will be attending Council meetings via zoom. A new council president will be elected at the Council regular City Council meeting in May.

ITEMS FOR MAY AGENDA:

- Council president election
- Reassignment of council member responsibilities
- Nelson Electric bid for LED light retrofit in the Community center and City Garage
- Payment of Engineering Fee for LHTAC sign grant
- Work meetings for roads and possible code amendments

ADJOURNMENT:

James moved that the meeting be adjourned at 7:57 p.m., Blake seconded, motion passed.

Minutes approved by the City Council of the City of Lewisville on the 10th day of May, 2023.

Mayor 
Curtis S. Thomas

Date May 10, 2023

ATTEST:

Clerk 
Donetta R. Fife

Date 5-10-2023